



Valley City Tourism  
250 Main St W  
Valley City, ND 58072-0724  
Phone: (701) 845-3294  
Email: macys@vcparks.com

## Community Grant Request Form

The purpose of the Grant Event Funding Program is to provide funding to groups or organizations that promote the community by hosting new or expanding events. Grant money is to be used for advertising purposes.

In awarding Event Grant Funds, the greatest consideration will be given to events based on the following criteria:

- Priority given to multiple day events that produce overnight hotel lodging
- Events that include one night of hotel lodging (before or after the event)
- Ability to make significant economic and/or social impact on Valley City
- Ability to draw a majority of participants/spectators from out of town
- Ability to make an impact on the quality of life of local residents and add value to visitors' experience
- First time event that is brought into Valley City from other cities
- Events that are locally sponsored
- Ability to draw local attendees as well as visitors
- Financial need

The applicant organization must complete the entire form to be considered for funding.

The application must be submitted to the CVB **no later than two (2) months prior to the event.**

Submit application to:

Or email application to macys@vcparks.com

733 8<sup>th</sup> Ave. SW  
Valley City, ND 58072

Questions? Please call 845-3294 and ask for the CVB Marketing Coordinator or email macys@vcparks.com

\*The Valley City Convention & Visitors Bureau reserves the right to alter and/or modify these guidelines at any time.

Name of Organization/Contact to Receive Check \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***(To be filled out by CVB)***

Approved \_\_\_\_ Denied \_\_\_\_ Amount Approved \_\_\_\_\_ Grant # \_\_\_\_\_

Comments:

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

# Community Grant Request

Valley City Area Convention and Visitors Bureau  
733 8<sup>th</sup> Ave. SW Valley City, ND 58072

- Please provide the below information for consideration in receiving a grant
- Please refer to page 1 for grant guidelines
- Attach supporting documents as needed

**Event Title** \_\_\_\_\_

**Event Date** \_\_\_\_\_ **Amount Requested** \_\_\_\_\_

**Point of Contact:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email** \_\_\_\_\_

**Event Information:**

**Brief description of event/project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_

**Is this a new event?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If Yes, what is the goal of the event?** \_\_\_\_\_

\_\_\_\_\_

**How many people are you expecting?** \_\_\_\_\_

If No, how many years has it been in existence? \_\_\_\_\_

Estimated number of people reached? (Impact) \_\_\_\_\_

How will the impact be measured?

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*Marketing Budget/Marketing Plan:*

**Total Event Budget** (may attach separate budget sheet) \_\_\_\_\_

*Advertising Breakdown*

Radio \_\_\_\_\_

Television \_\_\_\_\_

Newspaper/magazine Advertising \_\_\_\_\_

Printed Materials (flyers, posters) \_\_\_\_\_

Web Advertising \_\_\_\_\_

**Amount you are requesting from CVB** \_\_\_\_\_

**Have you received funds from the CVB in the past?** \_\_\_\_\_

**If Yes, Amount & Year** \_\_\_\_\_

**How will the requested funds be used?**

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**Please list other sources from which you have requested funding:**

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**How do you promote your event beyond Valley City?**

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**How will you acknowledge your sponsors?**

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